

City Council Minutes

January 14, 2002

The Council of the City of Milton-Freewater met in regular session on January 14, 2002 in the council chambers of city hall at 7:00 p.m.

The following members were present: Mayor Lewis Key, Councilors Saager, Widmer, Schneck, Lyon, Stewart, and Kelley. Staff members present were City Manager Delphine Palmer, Assistant City Manager Linda Hall, Public Works Superintendent Howard Moss, Electric Superintendent Mike Charlo, City Planner Gina Hartzheim, Library Director Bob Jones, Fire Chief Faron Reynolds, Police Chief Mike Gallaher

Citizens present were John Short, Ellen DeGross, Mary Clark, Bob Sterling, Dave Godwin, Teresa Dutcher, Pat Wedin, Pat Thomson, Keith Woods, Merle Sherman, Curtis Walters and Don Wiggins.

Also present was Paul Koch of RKA and Associates.

Representing the press were Kathy Korengel of the Union Bulletin, Jennifer Hemmingsen of the East Oregonian, and Jeff Durham of the Blue Mountain Pioneer.

Councilor Schneck moved to approve the minutes of the December 10, 2001 meeting. Councilor Stewart seconded and the motion passed unanimously.

The City Manager announced that the first business item was being brought forward by Public Works Superintendent Howard Moss. She explained this was a bid award for a restroom facility at Orchard Park. She then turned the floor over to Mr. Moss for a detailed report. Mr. Moss stated Orchard Park, located at the foot of Milton Hill, is owned by the Port of Umatilla, leased by the Chamber of Commerce and maintained by the City. He explained that being a new park, there were no restroom facilities. A \$26,000 grant from the Forest Service has been secured to fund a restroom for this park. The matching funds will be supplied by the Chamber (\$1,814), the Community Development Partnership (\$2,000) and the City (\$2,500). Mr. Moss explained he had selected a concrete composite structure which was essentially vandal-proof and would arrive already assembled. Delivery would take approximately 12 weeks. The project also includes an RV sewage drop station adjacent to the restroom. Only one bid was received, that of CXT Precast Concrete Products. Staff recommendation is for award to this bidder as the bid is well within budget.

Councilor Saager asked if the building would be on a foundation. Mr. Moss replied it was only required to be placed upon a gravel slab. Other Councilors asked questions, and the discussion ensued. Councilor Widmer asked if the grant could be used for any

other purpose. Mr. Moss replied it was committed to this specific purpose. Councilor Stewart asked if this would be a uni-sex bathroom.

Mr. Moss replied it would have both men's and women's stall. Councilor Widmer asked what the long term maintenance costs would be. Mr. Moss estimated perhaps \$500 per year. Discussion continued to ensue. Councilor Widmer then moved to award Contract 165 to CXT Precast Concrete Products in the amount of \$29,644.04. Councilor Schneck seconded and the motion passed unanimously.

The Mayor announced that the other item of regular business was the reconsideration of a liquor license application from the M-F Bar and Grill. Assistant City Manager Linda Hall announced that this item had been before the Council at the December 10th meeting, and had been denied due to the application being incomplete. The application has now been completed corrected and was back before the Council for reconsideration. The police department has no objections to the amended and complete application.

Councilor Saager moved to approve the amended liquor license application of the M-F Bar and Grill. Councilor Widmer seconded and the motion passed unanimously.

The Mayor then announced that Council would now be moving into the second half of their agenda, which was a work session, facilitated by Paul Koch of RKA and Associates. He then turned the floor over to Mr. Koch, who announced that this session was being held as an exercise to review current council goals, establish roles and expectations of Council, Department Heads, Managers, and the community, and agree upon an evaluation process for the new City Manager.

The following observations were documented:

2001 - 2002

COUNCIL GOALS AND PRIORITIES

Financial Stability for Government
Community Engagement
Community and Economic Development (Redefine)
Assess on-going basic services
Greater visibility of Public Officials
Partner with Schools/Recreation
Quality customer service
Support local business
Be an effective City Council
Build Library
Pursue alternative energy
Create a city Mission Statement

New Priorities (or Modifications)

Ensure Financial Stability
Partner with School and Others
Support local business
Build Library
Create City mission statement
Provide quality customer service internal/external
Assess basic service

Participate in community engagement
Participate in community and Economic Development (redefined)
Ensure greater visibility of Public Officials
Be an effective City Council

EXPECTATIONS OF:

The Mayor

Always ask each member of the audience to come to the podium, state their name and home address, and the issue they want to speak to.
Develop strategy to develop a healthy relationship with the City Council
Be an ambassador for our community
Enforce City Council rules
Enforce protocol and courtesies
Have unruly citizens removed by the Sergeant of Arms
Participate in discussion
Control debates - keep focused

City Council

Stay within your responsibilities of setting policy and direction
Stay out of operations
Address questions and inquiries through the city manager
Make major assignments through council meeting process of being approved and assigned by council vote
Act as a unit in making requests of staff
Be respectful and civil to each other, citizens, and staff
Be prepared; be a team
Have interactive discussions
"Heads-up"
Monitor work of boards and committees
Please let staff know of questions or problems before a council meeting so they can investigate and be prepared with an answer.

City Manager

Educate citizens
Ensure day to day operations of the City
Build relations both internal and external
Be a Human Resource mentor to Linda
Listen to citizens and staff

Keep City Council informed
Keep city up to speed on state, county, and federal laws
Plant Economic Development seeds
Recognize, plan, analyze city needs
Develop reward system
Be decisive/consistent
Make sure projects are done under budget
Supervise Department Heads-work together
Be a liaison between Department Heads and City Council
Walk on Water
Make work place FUN!
Have a "Can Do" attitude
Look at the "big picture"
Do & report on Department Head evaluations
Develop a more friendly budget process
Provide a place for people to discuss at City Council Meeting (other than hallway)